

**UK-Swindon: insurance services**  
**OJ S 132/2012 12/07/2012**  
**Contract notice**  
**Services**

**Directive 2004/18/EC**

**Section I: Contracting authority**

---

**I.1. Name and addresses**

Official name: Swindon Commercial Services Limited  
Postal address: Waterside Park, Darby Close, Cheney Manor Industrial Estate,  
Town: Swindon  
Postal code: SN2 2PN  
Country: United Kingdom  
For the attention of: Helen Bohane  
E-mail: [hbohane@swindoncommercialservices.co.uk](mailto:hbohane@swindoncommercialservices.co.uk)  
Telephone: +44 1793464772

**Internet address(es):**

General address of the contracting authority: <http://www.swindoncommercialservices.co.uk>

**Additional information can be obtained from:**

Official name: Gallagher Heath  
Postal address: Focal Point, 27-35 Fleet Street  
Town: Swindon  
Postal code: SN1 1RG  
Country: United Kingdom  
For the attention of: Victoria Bassett-Reid  
E-mail: [ukpublicsector@heathlambert.com](mailto:ukpublicsector@heathlambert.com)  
Telephone: +44 1793468072  
Fax: +44 1793468838  
Internet address: <http://www.gallagherheath.com>

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:**

Official name: Gallagher Heath  
Postal address: Focal Point 27-35 Fleet Street  
Town: Swindon  
Postal code: SN1 1RG  
Country: United Kingdom  
For the attention of: Victoria Bassett-Reid  
E-mail: [ukpublicsector@heathlambert.com](mailto:ukpublicsector@heathlambert.com)  
Telephone: +44 1793468072  
Fax: +44 1793468838  
Internet address: <http://www.heathlambert.com>

**Tenders or requests to participate must be submitted:** Official name: Gallagher Heath

Postal address: Focal Point 27-35 Fleet Street  
Town: Swindon  
Postal code: SN1 1RG  
Country: United Kingdom  
For the attention of: Victoria Bassett-Reid

E-mail: [ukpublicsector@heathlambert.com](mailto:ukpublicsector@heathlambert.com)  
Telephone: +44 1793468072  
Fax: +44 1793468838  
Internet address: <http://www.heathlambert.com>

**I.2. Type of the contracting authority**

Regional or local authority

**I.3. Main activity**

General public services

**I.4. Contract award on behalf of other contracting authorities**

The contracting authority is purchasing on behalf of other contracting authorities: no

**Section II: Object of the contract**

---

**II.1. Description**

**II.1.1. Title attributed to the contract by the contracting authority**

UK Swindon Commercial Services - Insurance Related Services.

**II.1.2. Type of contract and place of performance or delivery**

Services

Service category No 6: Financial services a) Insurances services b) Banking and investment services

NUTS code UKK14 Swindon

**II.1.3. Information about a framework agreement or a dynamic purchasing system**

**II.1.4. Information about framework agreement**

**II.1.5. Short description of the contract or purchase(s)**

Provision and placement of non life insurance services. Please note this contract is for a period up to a maximum of 5 years.

**II.1.6. CPV code(s)**

66510000 Insurance services, 66515200 Property insurance services, 66516000 Liability insurance services, 66514110 Motor vehicle insurance services, 66519200 Engineering insurance services, 66515410 Financial loss insurance services, 66513200 Contractor's all-risk insurance services, 66512000 Accident and health insurance services

**II.1.7. Information about the Government Procurement Agreement (GPA)**

**II.1.8. Lots**

This contract is divided into lots: yes

Tenders may be submitted for one or more lots

**II.1.9. Information about variants**

**II.2. Scope of the procurement**

**II.2.1. Total quantity or scope**

Lot 1) Property: Non life insurance services.

Lot 2) Liability: Non life insurance services.

Lot 3) Motor: Non life insurance services.

- Lot 4) Engineering: Non life insurance services.
- Lot 5) Financial Loss: Non life insurance services.
- Lot 6) Contract Works: Non life insurance services.
- Lot 7) Directors and Officers: Non life insurance services.
- Lot 8) Accident and Health: Non life insurance services.
- Lot 9) (Asbestos Removal) Liability: Non life insurance services.

## **II.2.2. Information about options**

Options: no

## **II.2.3. Information about renewals**

This contract is subject to renewal: no

## **II.3. Duration of the contract or time limit for completion**

Start 1.1.2013. Completion 1.1.2018

Information about lots

Lot No: 1

Lot title: Swindon Commercial Services Limited- Insurance Related Services

### **1) Short description**

Property - Non life insurance services.

### **2) CPV code(s)**

66510000 Insurance services, 66515200 Property insurance services, 66516000 Liability insurance services, 66514110 Motor vehicle insurance services, 66519200 Engineering insurance services, 66515410 Financial loss insurance services, 66513200 Contractor's all-risk insurance services, 66512000 Accident and health insurance services

### **3) Quantity or scope**

### **4) Indication about different time frame or duration**

### **5) Additional information about lots**

Quotations for 3 years with option to extend for a further 2 years.

Lot No: 2

Lot title: Swindon Commercial Services Limited - Insurance Related Services

### **1) Short description**

Liability: Non life insurance services.

### **2) CPV code(s)**

66510000 Insurance services, 66515200 Property insurance services, 66516000 Liability insurance services, 66514110 Motor vehicle insurance services, 66519200 Engineering insurance services, 66515410 Financial loss insurance services, 66513200 Contractor's all-risk insurance services, 66512000 Accident and health insurance services

### **3) Quantity or scope**

### **4) Indication about different time frame or duration**

### **5) Additional information about lots**

Quotations for 3 years with option to extend a further 2 years.

Lot No: 3

Lot title: Swindon Commercial Services Limited - Insurance Related Services

**1) Short description**

Motor: Non life insurance services.

**2) CPV code(s)**

66510000 Insurance services, 66515200 Property insurance services, 66516000 Liability insurance services, 66514110 Motor vehicle insurance services, 66519200 Engineering insurance services, 66515410 Financial loss insurance services, 66513200 Contractor's all-risk insurance services, 66512000 Accident and health insurance services

**3) Quantity or scope**

**4) Indication about different time frame or duration**

**5) Additional information about lots**

Quotations for 3 years with option to extend for a further 2 years.

Lot No: 4

Lot title: Swindon Commercial Services Limited - Insurance Related Services

**1) Short description**

Engineering - Non life insurance services.

**2) CPV code(s)**

66510000 Insurance services, 66515200 Property insurance services, 66516000 Liability insurance services, 66514110 Motor vehicle insurance services, 66519200 Engineering insurance services, 66515410 Financial loss insurance services, 66513200 Contractor's all-risk insurance services, 66512000 Accident and health insurance services

**3) Quantity or scope**

**4) Indication about different time frame or duration**

**5) Additional information about lots**

Quotations for 3 years with option to extend a further 2 years.

Lot No: 5

Lot title: Swindon Commercial Services Limited - Insurance Related Services

**1) Short description**

Financial Loss - Non life insurance services.

**2) CPV code(s)**

66510000 Insurance services, 66515200 Property insurance services, 66516000 Liability insurance services, 66514110 Motor vehicle insurance services, 66519200 Engineering insurance services, 66515410 Financial loss insurance services, 66513200 Contractor's all-risk insurance services, 66512000 Accident and health insurance services

**3) Quantity or scope**

**4) Indication about different time frame or duration**

**5) Additional information about lots**

Quotations for 3 years with option to extend a further 2 years.

Lot No: 6

Lot title: Swindon Commercial Services Limited - Insurance Related Services

**1)**

**Short description**

Contractors All Risks - Non life insurance services.

**2) CPV code(s)**

66510000 Insurance services, 66515200 Property insurance services, 66516000 Liability insurance services, 66514110 Motor vehicle insurance services, 66519200 Engineering insurance services, 66515410 Financial loss insurance services, 66513200 Contractor's all-risk insurance services, 66512000 Accident and health insurance services

**3) Quantity or scope****4) Indication about different time frame or duration****5) Additional information about lots**

Quotations for 3 years with an option to extend a further 2 years.

Lot No: 7

Lot title: Swindon Commercial Services Limited - Insurance Related Services

**1) Short description**

Directors and Officers - Non life insurance services.

**2) CPV code(s)**

66510000 Insurance services, 66515200 Property insurance services, 66516000 Liability insurance services, 66514110 Motor vehicle insurance services, 66519200 Engineering insurance services, 66515410 Financial loss insurance services, 66513200 Contractor's all-risk insurance services, 66512000 Accident and health insurance services

**3) Quantity or scope****4) Indication about different time frame or duration****5) Additional information about lots**

Quotations for 3 years with an option to extend a further 2 years.

Lot No: 8

Lot title: Swindon Commercial Services Limited - Insurance Related Services

**1) Short description**

Accident and Health Insurance Services - Non life insurance services.

**2) CPV code(s)**

66510000 Insurance services, 66515200 Property insurance services, 66516000 Liability insurance services, 66514110 Motor vehicle insurance services, 66519200 Engineering insurance services, 66515410 Financial loss insurance services, 66513200 Contractor's all-risk insurance services, 66512000 Accident and health insurance services

**3) Quantity or scope****4) Indication about different time frame or duration****5) Additional information about lots**

Quotations for 3 years with an option to extend a further 2 years.

Lot No: 9

Lot title: Swindon Commercial Services Limited - Insurance Related Services

**1)**

## **Short description**

(Asbestos Removal) Liability - Non life Insurance Services.

### **2) CPV code(s)**

66510000 Insurance services, 66515200 Property insurance services, 66516000 Liability insurance services, 66514110 Motor vehicle insurance services, 66519200 Engineering insurance services, 66515410 Financial loss insurance services, 66513200 Contractor's all-risk insurance services, 66512000 Accident and health insurance services

### **3) Quantity or scope**

### **4) Indication about different time frame or duration**

### **5) Additional information about lots**

Quotations for 3 years with an option to extend a further 2 years.

## **Section III: Legal, economic, financial and technical information**

---

### **III.1. Conditions related to the contract**

#### **III.1.1. Deposits and guarantees required**

#### **III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them**

#### **III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded**

#### **III.1.4. Contract performance conditions**

The performance of the contract is subject to particular conditions: no

### **III.2. Conditions for participation**

#### **III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions: Insurance Company, Underwriting Agency and Lloyds Underwriters where applicable.

#### **III.2.2. Economic and financial ability**

List and brief description of conditions: Full name, business address, telephone number, email address and contact name.

DTI and or FSA registration numbers.

Date of formation or registration of organisation, registration number and country of registration.

An independant check of rating will be carried out.

#### **III.2.3. Technical and professional ability**

List and brief description of conditions:

The length of time established and supplying similar types of insurance programmes for which you are tendering.

#### **III.2.4. Information about reserved contracts**

### **III.3. Conditions specific to services contracts**

### **III.3.1. Information about a particular profession**

Execution of the service is reserved to a particular profession: yes  
Reference to the relevant law, regulation or administrative provision: Financial Services and Markets Act 2000, Insurance Companies Act 1982 and any other statutory modifications thereof.

### **III.3.2. Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract: no

## **Section IV: Procedure**

---

### **IV.1. Type of procedure**

#### **IV.1.1. Type of procedure**

Negotiated  
Some candidates have already been selected (if appropriate under certain types of negotiated procedures) yes

#### **IV.1.2. Information about the limits on the number of candidates to be invited**

#### **IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue**

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated no

### **IV.2. Award criteria**

#### **IV.2.1. Award criteria**

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **IV.2.2. Information about electronic auction**

An electronic auction will be used: no

### **IV.3. Administrative information**

#### **IV.3.1. File reference number attributed by the contracting authority**

#### **IV.3.2. Previous publication concerning this procedure**

#### **IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document**

#### **IV.3.4. Time limit for receipt of tenders or requests to participate**

20.9.2012

#### **IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

21.9.2012

#### **IV.3.6. Languages in which tenders or requests to participate may be submitted**

English.

#### **IV.3.7. Minimum time frame during which the tenderer must maintain the tender**

#### **IV.3.8. Conditions for opening of tenders**

### **Section VI: Complementary information**

---

#### **VI.1. Information about recurrence**

This is a recurrent procurement: no

#### **VI.2. Information about European Union funds**

#### **VI.3. Additional information**

Risk Management Partners/QBE, Zurich Municipal, Travelers, Chubb, Lloyds of London, ACE, Allianz, HSB, RSA, Mitsui, Tokio Marine, Aspen, Liberty Mutual, Summit, Hiscox, Ocaso, Bureau Veritas, Chartis.

#### **VI.4. Procedures for review**

##### **VI.4.1. Review body**

##### **VI.4.2. Review procedure**

Precise information on deadline(s) for review procedures: Swindon Commercial Services Limited will incorporate a minimum 10 calendar day standstill period at the point information on the award of the contract is communicated to tenderers. This period allows unsuccessful tenderers to seek clarification from the contracting authority before the contract is entered into and decide whether or not to appeal against the decision.

##### **VI.4.3. Service from which information about the review procedure may be obtained**

#### **VI.5. Date of dispatch of this notice**

9.7.2012